

Announcement of Recruitment FOR SHORT-TERM STAFF POSITION

Peace Corps – Azerbaijan

(Work site: in Baku-till late September; in a distant area (near Baku, Khirdalan or Sumgayit)-from late September till the end date)

The Peace Corps is a governmental agency that promotes peace around the world by sharing one of America's greatest resources: Volunteers. The Peace Corps has been operating for fifty years in more than 135 countries; the agency's mission is to promote world peace and friendship, and the goals are: to help the peoples of interested countries and areas in meeting their needs for trained men and women; to help promote a better understanding of the American people on the part of the peoples served; and, to help promote a better understanding of other peoples on the part of the American people. Peace Corps will welcome a group of 48 new volunteer "trainees" to Azerbaijan in September 2011 for a three-month training period, and is currently recruiting temporary staff to support the trainees during this period.

Host Family Coordinator

Start Date: End of July, 2011; **End Date:** From mid October till December, 2011 depending on Peace Corps needs

Position Summary: The Host Family Coordinator identifies and coordinates host family placements. Responsibilities include: planning, implementing and evaluating Trainees' host family stay as an integral part of the Pre-Service Training (PST) program; providing feedback to trainees on adaptation for living with a host family; contributing to the trainee assessment process; coordinating other aspects of PST as assigned.

Minimum Qualifications: University student or graduate. Excellent command of written and spoken Azeri and English. Strong communication and negotiation skills. Excellent cross-cultural skills, including previous experience working with Americans. Previous experience designing or facilitating training. Analytical skills, organizational skills, communication skills, excellent attention to detail. Demonstrated flexibility and ability to work within strict timeframes. Good interpersonal skills, ability to relate to people of diverse backgrounds. Willingness to work in distant areas (near Baku, Khirdalan or Sumgayit).

Application Process

Qualified persons should submit completed application to the Peace Corps office: 2c Hasan Aliyev Street, Baku, Azerbaijan, or via Email: AzJobs@az.peacecorps.gov or Fax: (99412) 596 17 24. Submit the following:

- 1) Completed application form** (You may obtain an application form from www.azerweb.com, or obtain one at the Peace Corps office at 2c Hasan Aliyev Street, Baku, Azerbaijan)
 - 2) CV or Resume**
 - 3) A detailed written description of how you meet the position's qualifications.**
- Only short listed candidates will be contacted.**

Application deadline is May 29, 2011 06:00 PM.